

# JOINT PROFESSIONAL DEVELOPMENT COMMITTEE

## TERMS OF REFERENCE

The Joint Professional Development Committee was established to develop guidelines for the administration of Professional Development funds for all CUPE Local 2769 employees.

### Objective of the Fund

1. All employees will have the option of an on-going professional development program.
2. All professional development fund requests should be SD84 job related, designed to enhance not only job qualifications and performance but the ability to allow for member advancement within the District.
3. For any employee who cannot physically be on-site to perform the duties of their work as a result of a school closure, they will be paid regular wages with the understanding that if they can do work-related duties, they will perform those duties or should work-related duties not be available, they will work on their approved professional development plan.

### Role of the Committee

1. The Joint Committee will have up to four members: two from the Union and two from the Employer. Up to one additional member from each side can be invited to attend meetings, upon approval of the Joint Committee.
2. The Chairperson will be a Union member.
3. The Joint Committee is responsible to set the budget and allocate funding up to a three-year plan.
4. The Joint Committee will review plans once a year, based on the annual summary provided by employees.
5. All Joint Committee decisions will be made by majority decision and in the case of a tie vote, will be resolved in the negative.
6. The Employer will administer the CUPE Professional Development funds as directed by the Chairperson.

### Professional Development Plans

1. An employee choosing the option of an on-going professional development program must submit a plan to the Joint Committee that includes details of proposed education and/or training, proposed starting date, anticipated duration, and anticipated costs.
2. Intake of applications to be by September 30 each year - or February 1 for those employees hired after September 30.
3. An employee who has received approval must submit an expense claim form and receipt(s) to the Joint Committee Chairperson in order to draw funds from their approved plan as well as submitting an annual summary with transcripts/certificates achieved to date.

